Agapay	
Agency:	
Location:	
Square footage:	
Project number:	
OA number:	<u> </u>
Lease number:	
Contracting officer:	
Leasing Specialist/RGA:	
Project manager:	
NBC agent:	<u> </u>
Broker contract number:	
Task order number:	
Phone number:	
Type of lease action:	Succeeding-Superseding

	DECLUDEMENTS DEVELOPMENT	Deguired	Note	Document in File
۱.	REQUIREMENTS DEVELOPMENT	Required	Note	in File
Α.	SF-81 or Other Request for Space			
B.	Requirements Development Documentation (TMP,			
_	Needs Interview Checklist, gPM Documentation, etc.)			
C.	Agency Special Requirements or Agency Specific			
	Requirements (ASR)			
D.	Vacant Federal Space Check			
E.	Delineated Area			
F.	Rural Development Act Compliance			
G.	Justification of Delineated Area Outside CBA			
H.	Notification to City Official			
I.	Notification to Field Office re: Lease Expiration			
J.	Notice to FMSP re: Randolph Sheppard			
K.	Notification to FPS to Request the FSL Determination			
	—FSL Determination and Security Requirements			
L.	Initial Scoring Worksheets or Scoring Memorandum			
M.	Prospectus Submission/Approval (House and Senate			
	Resolutions)			
N.	Draft OA			
0.	Succeeding/Superseding Lease Decision Tool: All			
	worksheets			
P.	Combined Project Management & Acquisition Plan			
Q.	Project Milestone Schedule			
R.	National Broker Contract Task Order Documentation			
S	Other			

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II.	PRE-SOLICITATION PHASE	Required	Note	Document in File
A.	Task Order / Project Orientation Meeting Minutes			
B.	Procurement Summary/FedBizOpps Advertisement and Responses			
C.	Market Survey Analysis and Negotiation Objectives			
D.	Justification for Other Than Full and Open			
E.	Historic Preservation Compliance Check			
F.	Flood Plain Check			
G.	NEPA Compliance			
H.	Other			
				Document
III.	SOLICITATION PHASE	Required	Note	in File
A.	Draft RLP Package, including Lease, Special Requirements, and Security Standards			
В.	Agency Approval of Draft RLP and Draft Lease			
C.	Final RLP Package with Attachments			
D.	Cover Letter and Procurement Summary Form			
E.	Transmittal of Final RLP Package to Agency, GSA Field Office and FPS			
F.	Amendments to RLP Package			
G.	Correspondence with Offerors Prior to Receipt of Proposals			
Н.	Other			
				Document
IV.	PRE-NEGOTIATION/EVALUATION OF OFFERS	Required	Note	in File
A.	Seismic Review			
B.	Fire Protection & Life Safety Review of Prelease Submittals			
C.	Request for Contractor Support Services for Lease Acquisition (e.g. CQM, Furniture Vendors, Etc.)			
D.	Other			
				Document
٧.	UNSUCCESSFUL OFFER(S)—N/A	Required	Note	in File

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	SUCCESSFUL OFFER AND AWARD			Document
VI.	DETERMINATION	Required	Note	in File
Α	Initial Offer and Related Correspondence			
B.	Abstract of Offers			
C.	Notice of Deficiencies/Discussions/Negotiations			
D.	Revised Offer and Related Correspondence			
E.	Request for Final Proposal Revision			
F.	Final Offer and Related Correspondence			
G.	Price Negotiation Memorandum			
H.	Revised Scoring Evaluation			
I.	Seismic Certification			
J.	Flood Plain Compliance			
K.	Responsibility Check			
	—Central Contractor Registration (CCR) Information			
	via SAM			
	—Excluded Parties List Service (EPLS) via SAM			
	—Past Performance			
	—Financial Responsibility			
L.	EEO Compliance Review			
M.	Energy Star Compliance/ Cost Effective Energy			
	Efficiency Upgrades			
N.	Approved Small Business Subcontracting Plan			
Ο.	Offeror's Proof of Authority and Ownership			
P.	Other			
VII.				Document
(A)	APPROVAL AND FUNDING DOCUMENTS	Required	Note	in File
A.	Agency Recommendation Letter (From GSA) and			
	Revised OA Signed by Agency			
B.	Receipt of RWA and Required Certification			
C.	BA 53 Fund Certification			
D.	Legal Review and Comment			
E.	Other			
VII.				Document
(B)	LEASE	Required	Note	in File
A.	Pre-Award (unsigned) Lease Transmittal Letter			
B.	Executed Lease Transmittal Letter (Award)			
C.	Fully Executed Lease			
D.	Lease Amendment(s)			
E.	Delivery Confirmation of Lease to Lessor			
F.	Other			

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				Document
VIII.	POST AWARD NOTIFICATIONS	Required	Note	in File
A.	Post Award Synopsis			
B.	Posting of Redacted Justification for Other Than Full			
	and Open Competition			
C.	Copy of Correspondence Transmitting Lease to Field			
	Office			
D.	Copy of Correspondence Transmitting Lease to			
	Agency			
E.	Copy of Correspondence Transmitting Lease to FPS			
F.	Request to GSA PMC for Utility Contract			
G.	Randolph Sheppard Notification to FMSP			
H.	Other			
				Document
IX.	POST AWARD	Required	Note	in File
A.	Finish Selections to Lessor			
B.	Construction Inspection Reports/Meeting			
	Minutes/Green Lease Submittals			
C.	Acceptance of Space			
	—Condition Survey Report (Form 1204) Signed by			
	GSA, Agency and Lessor			
	—Punch List and Resolution			
D.	Change Orders Related to Initial Occupancy			
E.	Request Periodic Services Schedule from Lessor,			
	Provide to Lease Administrator			
F.	SBA Reporting Letter			
G.	COR Letter to Designated Agency Representative or			
	Field Office			
Н.	Notification to Lessor Identifying Designated COR			
I.	Final OA and Evidence of Transmittal to Agency			
J.	Other			
v	A DAMINICTO A TION	Dturk	N - 6 -	Document
Χ.	ADMINISTRATION	Required	Note	in File
Α.	Operating Cost Escalations			
В.	Tax Escalations/Appeals			
C.	Change of Ownership			
D.	Lease Digest (R620)			
E.	RWA's Properly Certified			
F. G.	Miscellaneous Correspondence			
G.	Appeals/Claims/Disputes			
	—Correspondence —Contracting Officer Decision			
	—Contracting Officer Decision —Resolution			
	—Resolution —Unresolved Claim(s)			
	—Civilian Board of Contract Appeals or Claims Court			
	Decision			
	—Payment			
Н.	Task Order Close Out			
l.	CAD As-Builts to CIFM			
J.	Other			
U.	Outo]

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